

# **INSTRUCTIONS FOR RECYCLING CARDBOARD (corrugated and paperboard)**

**(beginning August, 2007)**

Recycling has never been easier! With the addition of cardboard to our curbside recycling program, almost all paper can now be recycled. (As always, paper must be clean and free of food, plastic, foil, grease, dirt and other contamination, for it to be recyclable)

## **What is cardboard?**

In this recycling program, cardboard refers to the following:

### **1. Corrugated**

- Description - two rigid outer layers and a wavy interlayer, typically light brown in color, although may have printed or colored outer layer.
- Examples - commonly used for moving and shipping materials of all sizes, such as furniture, food, appliances, etc.

2. **Paperboard** - commonly used for cereal boxes, shoe boxes, gift boxes, soda & beverage cartons, tissue boxes, drink cups, etc. single layer of rigid paper used to make cartons or boxes for food and other consumer products.

### **3. Unacceptable cardboard**

- Pizza delivery boxes (food contamination)
- Milk cartons
- Boxes having Styrofoam, foil, plastic or other material attached
- Overly wet boxes, which are falling apart or have become soft or spongy
- Boxes not flattened and emptied of contents

# PREPARATION

Follow these 4 basic rules to assure cardboard is collected by recycling crews:

1. Place bin at curb with cardboard
2. Flatten all boxes
3. Cut/Tear to size
4. Contain or Stack

1. **Recycling bin must be at the curb with the cardboard** on collection day, so the recycling crew will see the bin and know to stop.
2. **Flatten** all clean cardboard boxes.
3. **Cut or tear** (do not fold) to a 24 inch width and no longer than 48 inches long.
  - Use your recycling bin's width as a measure (approx. 24 inches)
  - **Q:** Why 24 inches and not folded?  
A: Because anything wider than 24 inches may cause material to jam and prevent material from emptying properly into recycling trucks.
  - A: Folded corrugated cardboard may wedge inside the loading mechanism of the recycling truck, causing equipment to jam.
4. **Contain** the cardboard in your recycling bin if there is room. Paperboard (cereal type) boxes, should be flattened and placed in the paper bag with newspapers/magazines and other paper or placed in the bin itself
5. OR, **Stack** the corrugated cardboard that has been cut or torn to the correct size, neatly under, or immediately next to your recycling bin. By putting the recycling bin on top of the stacked cardboard, it will act as a natural weight for the material and will indicate to the recycling crew that the material has been prepared for recycling collection. However, if there is room, put corrugated cardboard in the recycling bin.

If cardboard is left by your recycling crew, the following are possible reasons why it was not collected:

- Recycling **bin not at curb** on collection day with the cardboard boxes
- Boxes **not flattened** and haphazardly placed at the curb
- Boxes **contaminated** by food, trash or other
- Boxes **too big, not cut or torn to correct width.**